



Health Promotion Forum of New Zealand Runanga Whakapiki Ake i te Hauora o Aotearoa

Position Description | Permanent Part Time (3 days per week)

Title of Position: Office Co-ordinator - Virtual	Date: April 2024
Department: Corporate Services	Responsible to: Executive Director Acting Executive Director – Corporate Services
Directly supervises: N/A	Limits of authority/financial approval: As in delegated authorities policy
Key Relationships:	
Internal: Executive Director and staff Board (including Kaumatua) Accountant Auditor Tutors and Associates of the Forum Consultants and Sub-Contractors Membership of the Forum	External: Ministry of Health Manukau Institute of Technology Other funders Other stakeholders as associated with the Health Promotion Forum
<p>Our values and purpose: Hauora – everyone’s right Health promotion works to enable people to enjoy health. The Health Promotion Forum (HPF) takes a broad approach to health promotion and is committed to Te Tiriti o Waitangi, improving the determinants of health, and social equity. Hauora is a taonga, a fundamental human right founded on respect for the mana of people. For all people to enjoy their right to Hauora, they need to be treated with fairness and respect, participate in decisions affecting their health, and live in a healthy environment.</p> <p>HPF’s overall goal is to promote Hauora as everyone’s right. To achieve this, the Forum will develop and offer leadership, develop strategic partnerships and relationships, strengthen the health promotion sector and workforce, and develop as a healthy and sustainable organisation.</p>	
<p>Statement of Intent The accountabilities outlined in this position description are intended to ensure that our values and purpose are ‘lived out’ in our day-to-day activities.</p>	
<p>Purpose of Position: Working in the virtual reality is increasing. HPF has fully integrated, offering options for physical office attendance. This position will lead this area of work for us.</p> <p>In light of the evolving technological landscape and the shift to ‘work from anywhere’ settings, the purpose of this role is to utilise technology to redefine administrative support. We are dedicated to integrating cutting-edge tools to streamline processes, enhance communication, and excel in remote work dynamics. Through proactive adaptation to emerging technologies, we aim to optimise efficiency, foster collaboration, and deliver exceptional support virtually, ensuring our team remains agile and successful in the digital era.</p>	
<p>Principal Accountabilities</p> <ol style="list-style-type: none"> 1. Lead virtual office operations and administration support 2. Database and workflow Management 3. Personal Assistant to Executive Director 4. Offer secretarial support across various projects 	

Key Result Areas

1. Lead virtual office operations, business support and administration

- Review, develop and adapt office operations to a virtual office setting
- Liaise with external IT support where required on office operations
- Project work (transferring all word and pdf forms to either Microsoft forms or google forms)
- Leadership of HPF health and safety activities (with adaptation to virtual office setting)
- Manage stationery requirements and office supplies in a virtual setting including maintaining relationships with suppliers
- Use Microsoft Planner to co-ordinate work activities and record meeting actions
- Provide assistance for staff members where required
- Maintain list of online library resources
- Collect mail from PO Box
- Manage email campaigns
- Co-ordinate newsletter distribution and promotional efforts
- Handle communication with global partners, including scheduling meetings across different time zones

2. Database and Workflow Management

- Maintain and update databases including SharePoint, Website, Membership Platform, Campaign Monitor, Zoom, and online library loan system
- Utilise Microsoft Planner to create and set up workflows for different projects and tasks.
- Manage team scheduling using Microsoft Teams Shifts feature.
- Ongoing surveillance of all databases for possible errors and duplicates
- Manage database lists

3. PA to the Executive Director

- Provide calendar support to the Executive Director including effective management of meetings, events and appointments across international time zones
- Provide Executive Support to the Executive Director, and the Acting Executive Director Corporate Services when needed

4. Other Secretarial Support across various projects

- Provide secretarial support services for project work, including scheduling meetings, taking minutes, and managing documentation

SKILLS, ATTRIBUTES AND QUALIFICATIONS

Skills based attributes

- Strong interpersonal skills
- Highly developed written and oral communication
- Intermediate to advanced digital skills
- Administrative skills
- Intermediate Excel skills
- Competency with managing various databases
- High level, accurate secretarial skills
- Operate standard office equipment and be computer literate and competent on standard Microsoft Office applications, and a sound knowledge of information technology
- Initiative, decision-making ability and problem-solving ability
- Ability to anticipate and plan with a high level of attention to detail
- Ability to meet timelines including management of small projects
- Ability to work without supervision and work well within a team
- Able to be flexible, adaptable, and work productively in times of uncertainty and change
- Ability to apply a Te Tiriti approach to work
- Self-directed learner

Person related attributes

- A service-oriented leadership approach ¹and strong work ethic
- Enthusiasm and warmth for the role, with a supportive and encouraging approach
- Tolerance, respect, and sensitivity to people from diverse backgrounds, cultures, ethnic groups, ages, and abilities, with strong concern for the well-being of other people
- Ability to contribute to a collaborative team with goodwill, tact, honesty, and humility
- Integrity and professional commitment
- Sense of humour
- Self-Motivated (as work will have an emphasis in a virtual setting)
- Innovative and solutions oriented

¹ A service oriented leadership approach is an approach to your work where you lead and initiate with an attitude of serving others.

Highly desirable attributes

- A knowledge of Te Reo Māori and Tikanga Māori
- A knowledge of Te Tiriti o Waitangi

Qualifications and experience

- A qualification in business, or management preferred but not essential
- Demonstrated experience in an office administration role
- Proven IT and database competence
- Ideally someone with experience in non-governmental organisations and / or public health organisation
- A driver's licence is an advantage
- Ideally able to occasionally travel outside Auckland for meetings and work flexible hours with a very occasional evening and/or weekend activity.